Milpitas Fire Department
Project Transmittal Sheet

Please complete the following and pay for the plan check service at the Finance Department prior to submitting your plans to the Fire Department for review. Plans will not be processed without prior payment. You will be contacted after the plans have been reviewed/approved for pick-up. If you have questions, please call 408-586-3365.

Company Name: _____

Address: _____

Contact Person: _____ Telephone Number: _____

E-mail: _____ Fax Number: _____

Project Name: _____

Project Address: _____

Choose the activity that represents the project type. Calculate fees due and submit payment at the Finance Department. Submit two copies of this form – one copy must accompany plans once payment has been made. Please note: If the incorrect amount is submitted it will delay review of your project until full payment is received.

Life Safety (100-3221)		Hazardous Materials (100-3220)	
New Fire Service Systems		**Tenant Improvement**	
☐ Underground only …………………...	$ 520.00	☐ Small (haz mat piping – 2 process lines max.)	$ 208.00
☐ One riser ……………………………	$ 728.00	**Closures**	
☐ Each additional riser ………………	$ 416.00	☐ Small …………………………………….	N/C
☐ Greater than 3 stories in height		☐ Medium ……………………………….	$ 312.00
(complete system) ………………….	$1248.00	☐ Large …………………………………….	$ 520.00
Sprinkler System "TI's"		☐ Process/tool ………………………….	$ 312.00
☐ Less than 20 heads …………………...	$ 208.00	**Underground Tank removal**	
☐ 20 – 199 heads ……………………….	$ 624.00	☐ 2 tanks systems or less …………………...	$ 312.00
☐ Greater than 200 heads ………………	$ 832.00	☐ Each additional tank system …………...	$ 104.00
Fire Alarms			
☐ New system ………………………….	$ 728.00		
☐ Addition – 5 or more devices ……….	$ 416.00		
☐ Addition – less than 5 devices ……….	$ 208.00		
Miscellaneous Fire Permits			
☐ Tents, canopies, membrane structures			
5 or more ……………………………	$ 416.00		
4 or less ……………………………	$ 312.00		
☐ Licensed facility …………………….	$ 208.00		
☐ Hood and duct System ……………….	$ 416.00		
☐ FM 2000 system …………………….	$ 416.00		
☐ Other (deluge, foam, etc) …………….	$ 416.00		

"Fast Track" (extra) $ 416.00 (100-3221 FS)
(is limited to staff availability and requires prior approval for this service)

Total Amount Due: _____

_____
Finance Department Use Only
Total Amount Paid: _____ Date Paid: _____

Receipt Number: _____ City of Milpitas Business License #: _____
1 copy to Finance; 1 copy to Fire Department with plans; 1 copy to Applicant